

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 16 December 1986

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

NO (1) CONIF input 159 contracts and 68 amendments during this past week.

NO (2) CONIF personnel continue to meet with the contracting teams to discuss items of mutual interest. Last week, the Office of Communications and the Facilities Management Teams were visited.

b. Training:

NO (1) Procurement Management Staff (OL/PMS) sent a Training Manual to the Training and Awards Panel for their information and review. This represents a major effort to compile all training courses for procurement personnel. Copies will be sent to all contracting teams for use in developing their training requirements.

NO (2) After discussions with Stuart Pflaum of Egan, McAllister Associates, Inc., OL/PMS was informed that its instructor is no longer accredited by Fort Lee (ALMC). The Agency plans to offer this in-house training course entitled "Management of Defense Acquisitions (Basic)" have been put on hold. Since this meeting, OL/PMS has been in contact with GSA, the Navy Materiel Command and Fort Lee to pursue instruction alternatives for the above course.

NO (3) Coordination continues to obtain speakers for the "Introduction to Procurement in CIA" course to be given 9-10 February 1987.

c. Briefings:

NO (1) A Coopers & Lybrand briefing was held last week following the security briefing made to procurement personnel.

d. Interviews:

NO Two applicants for Procurement's Contracting Officer Internee Program (COIP) were interviewed by OL/PMS.

Should be part of Training catalogue

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e. Meetings:

NO (1) Chief, PMS/OL met with other senior procurement officials to review the status of the action plans for implementing the Coopers & Lybrand recommendations and to refine the specifics for each action officer. A follow-up meeting is planned for 30 December 1986.

NO (2) Chief, PMS/OL met with representatives of the Office of Information Resources, DI, to review Logistics support to that group's activities. Generally, it was felt that the relations between the Office of Logistics and the DI/OIR was very smooth.

NO (3) Chief, PMS/OL met with representatives from the Directorate of Operations and its Contract Team to review their activities and to discuss potential areas for enhancement.

STAT NO (4) [] PMS/OL, met with representatives of Audit and Certification Division, OF, to coordinate the effort to update a joint Logistics and Finance Note on Prompt Payment procedures. The initial meeting to begin working on this revision will be held within the next two weeks.

f. Federal Acquisition Regulations Implementation Guide Conference

NO A two-day offsite conference attended by senior contracting officers is being conducted 15-17 December 1986, to review the Federal Acquisition implementation materials prepared for the Agency by the Sterling Institute.

g. Reports/Papers

NO (1) The Office of Information Resources (OIR), DI, was contacted to produce a listing of reference materials on the NATO procurement system for review by the Deputy Director of Logistics. OIR was directed to request a copy of the NATO Procurement Handbook from the Defense Technical Information Center.

NO (2) A letter was written to the Chief, Contracts Staff, Office of Communication, DA, regarding the need to begin acquisition planning to meet future needs for equipment currently acquired on a sole source basis under a class Justification and Findings by the Director of Logistics. The class findings becomes invalid in July 1987.

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NO (3) A memo was sent to the Commercial Systems Audit Division, OF, requesting their comments on a report to Congress by the Office of Federal Procurement Policy (OFPP). The report was required by PL 99-234, "Federal Civilian Employee and Contractor Travel Expenses Act of 1985," which directed OFPP to conduct a study to determine of further limitations should be placed on payments made to contractors for expenses incurred in relocating contractor employees to perform work under Government contracts.

3. Upcoming Events:

NO PMS/OL will hold a Coopers & Lybrand briefing for Office of Logistics division/staff chiefs on Friday, 19 December 1986.

4. Management Activities and Concerns:

None of a significant nature.

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